



Policies & Rules of Conduct

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Program Mission

Norcal Crew's mission is to provide High School and Middle School rowers of all backgrounds the opportunity to learn to row and ultimately compete at a national level, in an environment that nurtures development of character, strength of commitment, and passion for excellence.

Norcal strives to provide a comprehensive training program in order to strengthen its student-athletes' personal development. It is the team's goal to foster a sense of team spirit while helping athletes develop both physical and mental strength and broaden their horizons as they learn to trust and support teammates while establishing their own sense of confidence and commitment.

Program Goals

- Provide rigorous physical training and fitness that permits the maximum athletic development of each individual rower.
- Develop each rower's character in dealing with difficult and strenuous training, competition, and adversity through persistence, determination, and commitment.
- Compete at the top level of youth rowing both regionally and nationally.
- Provide excellent coaching and training in the fundamentals and techniques of rowing.
- Develop a sense of shared purpose, commitment, and teamwork.
- Develop a discipline of training so that the individual rower will take personal responsibility for obtaining the maximum fitness through exercise and good nutrition.
- Achieve success by demonstrating that a successful crew is one where all individuals are working towards a common goal.
- Adopt a personal goal to achieve proficiency in athletics as the basis for lifetime fitness, self-esteem, and good health.

Rules of Conduct

Participation in crew demands fitness, determination, strength, and a competitive instinct. It also bestows friendship, camaraderie, and an enormous sense of teamwork. It is with this in mind that the following rules of conduct and behavior are offered.

1. I will not work out in the boathouse or row until I have been fully registered and paid my tuition.
2. I will pay the required dues and fees on time. Students expelled from Norcal Crew for disciplinary infractions, or who quit the team, will also forfeit payments.
3. I will participate to the best of my ability in all fund raising events.
4. I will maintain a satisfactory record of conduct, citizenship, grades, and attendance in school.
5. I will demonstrate support for coaches and fellow rowers and show team spirit for all Norcal Crew regattas and competitions.
6. I will be responsible for the proper care and use of equipment. Any equipment willfully or negligently damaged or lost will be paid for by the member. Removal of any equipment from the boathouse buildings and/or facility without the approval of the coaches, Executive Director or the BIAC Director of Operations is forbidden.
7. I will be punctual for practices and meetings.
8. My family and I understand that we are expected to volunteer our time for the Norcal Crew program each year and we promise to fulfill our obligations to help.
9. I will pay any separate fees for away meets (transportation, lodging, meals, etc.) before travel.
10. I understand that the use of tobacco, alcohol, vaping, or any illegal substances is unacceptable by participants and will not be tolerated.
11. I promise to conduct myself with decorum and good sense, to behave courteously and considerately, and to refrain from vulgar language.
12. I will respect the authority of coaches and officers of Norcal Crew as well as that of adult chaperones and other appropriate authorities.
13. My parents and I will observe the rules regarding transportation to away rowing events. For safety reasons all rowers must travel to and from regattas by bus, as a team.

ATHLETES MAY BE SUSPENDED FROM TEAM ACTIVITIES OR EXPELLED FROM NORCAL CREW FOR ANY INFRACTION OF THE RULES.

Administration of Rules of Conduct

For the *Rules of Conduct*, each family must sign and acknowledge that he/she understands the rules and the possible disciplinary actions for violations, which could vary from a verbal warning to suspension or expulsion from the program.

Violations of the code of conduct that require suspension of the athlete's participation in the program will be addressed with the utmost importance. It is the coach's responsibility to promptly confer with the head coaches and the Executive Director, and to notify the Board, and the athlete's parent(s) within 48 hours. The Executive Director will help the coach communicate with the Board and the athlete's parent(s) in order to ensure that all concerned parties have been notified and are fully informed. Norcal

Crew realizes that suspending or ending an athlete's participation in the program is a serious action. Therefore, prompt communication with all parties is critical.

Respect Contract

Athlete's Agreement between all Fellow Athletes and Norcal Crew

Everyone has the right to feel physically and emotionally safe while at Norcal. I will refrain from doing or saying anything that would make a peer feel uncomfortable, threatened, or hurt. As a member of the Norcal Crew, I personally promise to commit to these rules.

- **Respect:** I will respect my peers and coaches at all times, either at the Norcal facility, or outside of the club. I will respect my peers' and coaches' personal space.
- **No Recruitment:** I will not recruit a fellow athlete to harass another rower.
- **No Retaliation:** I will not take part in any form of retaliation toward another rower.
- **Reassurance:** I will reassure my peers that I will not treat them disrespectfully and will get help from an adult I trust when needed
- **Responsible Leadership:** If called upon, I will lead a team meeting to clarify team rules, responsibilities, and what it means to be a member of Norcal Crew.

If I mindfully break any of the above five R's mentioned in this contract, disciplinary action will be enforced by Norcal Crew. In addition, I make the following commitments:

- I will not make inappropriate physical contact with any teammate.
- I will not put-down a teammate or coach for any reason.
- I will not use words such as "obsessed", "psycho", "retarded", or other derogatory clinical terms to describe another teammate.
- I will not call a fellow rower or coach names of any kind.
- I will ask for help if I feel followed, pursued, stalked, or pestered.
- I will not gossip or spread rumors about anyone else.
- I promise that I will not harass my peers in person, by telephone, by computer, text, or in any other manner of communication including social networking services.

Zero-Tolerance Alcohol and Illegal Substance Policy

Norcal Crew maintains a "Zero-Tolerance" Policy regarding the acquisition, use, or possession of alcohol, marijuana, vaping paraphernalia (aka Juuling), tobacco products and/or any other illegal substance, drug paraphernalia and/or inhalants. Prohibited substances also include unauthorized prescription narcotics. Simply stated, this policy provides that any Norcal Crew member who is found to have acquired, used, or to be or have been in possession of any prohibited substance or items at any time during an Norcal Crew activity or official event will be immediately removed from the venue where the violation is discovered. In addition, they will have his or her membership immediately suspended, pending a termination proceeding before the Norcal Crew Board.

If, after the Board hearing, a violation is found to have occurred, the Board will determine an appropriate sanction, which can, and likely will, include termination from Norcal Crew. In the event of a termination of membership as a result of this policy, the affected member will forfeit, without right of reimbursement, all membership dues. The member may reapply for membership after a period to be determined by the Board, with the understanding that the decision whether or not to re-admit the member shall be solely within the discretion of Norcal Crew. No assurance of readmission after the expiration of the designated period is promised or made. The Board may require any application for readmission to be accompanied by a letter from the applicant and the applicant's parent or guardian accepting responsibility for the past violation of the policy and providing appropriate assurances no future violation will occur, and may impose any other conditions for readmission the Board deems necessary.

This policy applies to all Norcal Crew activities, including all practices, regattas, and official Norcal Crew social events. It also applies at all times during those activities, including from the time a member enters the Norcal Crew parking lot, boards a team bus, or arrives at the airport for a team flight, or enters the premises of an official social event, until such time as the member ceases to be engaged in the activity or event and has left the premises.

Anti-Bullying and Harassment Policy

Norcal Crew believes all athletes should be able to compete in a safe, competitive and respectful environment free of discrimination and have a right to a safe, respectful, accepting, and emotionally nurturing environment. Our organization has an obligation to promote mutual respect, tolerance, and acceptance.

Norcal Crew will not tolerate behavior that infringes on the well-being of any rower and his/her right to participate. A rower shall not intimidate or harass another rower through words or actions. Such behavior includes, direct physical contact (e.g. hitting or shoving), verbal assaults (e.g. teasing or name-calling), and social isolation or manipulation.

Norcal Crew prohibits acts of bullying/harassment/cyber-bullying because a safe and civil environment in the club is necessary for rowers to learn and achieve high athletic success. Bullying is conduct that disrupts both a rower's ability to learn and a club's ability to educate its rowers in a physically and emotionally safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of board members, coaches, and volunteers.

Club Climate

Norcal rowers, board members, parents/guardians, Executive Director and coaches shall work together to produce an atmosphere that encourages rowers to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for club and community property on the part of rowers, board members, parents/guardians, and coaches.

What is Bullying?

Definition of Bullying / Harassment / Cyber-Bullying:

Any negative or hurtful gesture, written, verbal, graphic, or physical act including electronically transmitted acts, that could reasonably be perceived as motivated by actual or perceived characteristics, such as, race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity/expression, or a mental, physical or sensory disability or impairment, or by any other distinguishing physical or personality characteristic, or by social status.

Examples of Bullying / Harassment / Cyber-Bullying:

Bullying

- Put downs, verbal or written, including derogatory comments and name-calling
- Exclusion (social exclusion or isolation)
- Unwanted physical contact, such as hitting, kicking, shoving, and spitting
- Gossip, lies and false rumors
- Intimidation by threats or being forced to do things
- Property either damaged or taken

Harassment

- Persistent (multiple incidences)
- Unwanted advances
- Adversely affects the ability of a rower to participate in or benefit from the club's programs or activities because the conduct, as reasonably perceived by the rower, is so severe, pervasive, and objectively offensive as to have this effect

Cyber-Bullying

Cyber-bullying is the use of electronic information and communication devices to willfully and repeatedly threaten, harass, intimidate or harm either a person or persons through the use of an electronic device. Online activities and technologies include, but are not limited to, social networking, chat rooms, discussion groups, instant messaging, text messaging, computers, cell phones, personal digital devices, all cameras, and video devices. Examples include:

- Sending false, cruel, or vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an e-mail account and sending vicious or embarrassing materials to others
- Engaging someone in chat, tricking a person into revealing sensitive personal information and forwarding that information to others
- Posting of an unflattering athlete's picture without his/her permission

Additionally, if the cyber-bullying conduct occurs off Norcal Crew grounds yet still causes or threatens to cause a substantial disruption at Norcal Crew or interferes with the rights of our athletes to be secure, Norcal Crew may impose consequences. Norcal Crew may also report the cyber-bullying to law enforcement.

How Norcal Crew Handles Bullying

Expectations

Norcal Crew expects rowers to conduct themselves in a manner keeping with their levels of development, maturity, and demonstrated capabilities with proper regard to the rights and welfare of other rowers, coaches, volunteers, contractors, and property.

Consequences

Consequences and appropriate remedial actions for a rower who commits one or more acts of bullying may range from positive behavioral intervention to suspension or termination from Norcal Crew.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Effective discipline should employ a club-wide approach to adopt a rubric of bullying offenses and the associated consequences.

Intervention

Norcal Crew believes that it is the responsibility of the coaches to use disciplinary situations as opportunities for helping rowers learn and assume responsibility and consequences for their behavior. Coaches who interact with rowers shall apply best practices designed to prevent disciplinary problems and encourage rowers to develop self-discipline. Coaches and board members will develop, implement, and annually review procedures that ensure both the appropriate consequences and intervention responses to a rower who commits one or more acts of harassment or bullying.

Reporting

Norcal Crew expects rowers and coaches to immediately report incidents of bullying to the coach or designee. Coaches are expected to immediately intervene, as trained, when they see a bullying incident occur. All other members of the team, including rowers, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the coach or designee. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Each complaint should be promptly investigated. This policy applies to rowers on club grounds, while traveling to and from a race or a club-sponsored activity, or during practice.

Retaliation

Norcal Crew prohibits reprisal or retaliation against any person who reports an act of bullying. The Board shall determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature, severity, and circumstances of the act. Consequences for reprisal or retaliation will be equal to or more severe than the original act of bullying.

Bystanders

Since bystander support of bullying can promote these behaviors, Norcal Crew prohibits both active and passive support for acts of bullying. Coaches should encourage rowers who constructively attempt to stop bullying or report bullying to the designated authority, to walk away from bullying if it puts them in an unsafe situation.

Training

Norcal Crew commits to annually training athletes and Coaches in regards to club climate expectations and bullying reporting, intervention, and consequences.

Anti-Bullying Pledge

Student's Agreement between all Athletes and Norcal Crew

I believe that everyone should have the opportunity to row at our club equally, feel safe and secure, and accepted regardless of actual or perceived color, race, gender, sexual orientation, popularity, athletic ability, intelligence, religion, nationality, physical, emotional, and/or social differences. I promise to:

1. Value rower differences and treat others with respect.
2. Avoid becoming involved in any bullying incidents or being a bully in person or on the internet
3. Be aware of the team's policies and support systems with regard to bullying and cyber-bullying.
4. Report honestly and immediately all incidents of bullying, cyber-bullying, and/or harassment to a Norcal Crew staff member.
5. Be alert in places around the boathouse where there is less adult supervision, such as, bathrooms, work-out areas, parking lots or on the Internet like social networking sites.
6. Support rowers who have been or are subjected to bullying/cyber-bullying/harassment.
7. Talk to the Norcal Crew staff and parents about concerns/issues regarding bullying/cyber-bullying/harassment.
8. Work with other rowers and staff to help the team deal with bullying, cyber-bullying and any type of harassment effectively.
9. Participate in discussions at crew and at home about bullying/cyber-bullying/harassment issues.
10. Be a good role model for younger rowers and support them if bullying occurs.
11. Acknowledge that whether I am being a bully or see someone being bullied, and if I don't stop or report the bullying, I am just as guilty.

Anti Discrimination Policy

Norcal Crew provides equal opportunity to athletes, coaches, volunteers, and administrators to participate in the sport of rowing. Athletes are allowed to participate and compete to the fullest extent allowed by the rules and guidelines established by USRowing. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender identity, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, is prohibited.

State and Federal Laws Regarding Discrimination and Harassment

It is important to protect young people from all forms of bullying and harassment especially when the bullied or harassed involves a protected individual. Interventions beyond discipline may be required to substantially comply with state and federal anti-discrimination laws.

Title VI of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. Title IX, prohibits discrimination on the basis of sex in athletic activities and sexual harassment, defined as unwelcome verbal or physical conduct related to an athlete's sex. Section 504 of the Rehabilitation Act of 1973, protects qualified individuals from discrimination based on their disability. California goes further to add religion, sexual orientation, national origin, ancestry, family status, income, or age.

Financial Aid

Norcal offers financial aid to offset the cost of club dues based on the demonstrated need of the rower's family. The goal is to make rowing possible for families that could not otherwise afford the standard dues. In general, financial aid is aimed at families with on-going total family income below the medium income of the area (approximately \$100,000). All applications must be accompanied by a statement of need, outlining the financial situation and tax returns for the most recent year. Full requirements are shown here: <https://norcalcrew.org/wp-content/themes/norcal-crew/forms/NorcalCrewFinancialAidApplication.pdf>

Financial aid applications are due no later than September 20. Awards are made for both the Fall and Spring seasons. Applications must be resubmitted each year. Financial aid awards may be impacted by the club budget and the overall demand for aid.

Lightweight Policy

At Norcal, our primary concern at all times is the health and safety of our athletes. In regards to athletes losing weight to be below the maximum weight to compete in the Lightweight category, we are concerned that done inappropriately it could cause short and long term physical and psychological damage. The goal is to have those athletes racing in the Lightweight category to have their "natural," healthy weight be at or below the maximum weight for the category.

The following procedures are based on those used by nearly all collegiate lightweight programs, as well as most weight based high schools sports, such as wrestling.

Maximum Weight at Lightweight weigh-ins (this weight applies at San Diego Crew Classic, SW Youth Championships, Youth National Championships. Note that regattas earlier in the season may have a higher maximum weight):

- Youth Men: 150 lbs.
- Youth Women: 130 lbs.

The process of certifying as a lightweight will be threefold:

1. In January, any athlete wishing to compete as a lightweight and at the maximum weight or higher (150 lbs. for men, 130 lbs. for women), must have a Body Composition test performed by February 1st. Payment is the responsibility of the athlete/parent.
 - a. Recommend that the Body composition test be a DXA scan (considered to be on of the most accurate processes for determining body fat %). This can be arranged at:
 - DexaFit San Carlos
1354 El Camino Real
San Carlos, CA 94070
 - Preferred contact method: lizzy@dexafit.com, her mobile phone: 650-847-0757
 - Please say that you are with Norcal Crew and request a DEXA test
 - Cost: \$50 per DEXA test (test is regularly \$150, a 67% discount)
 - **NOTE: A PARENT WILL NEED TO ACCOMPANY ANY ATHLETE UNDER THE AGE OF 18 TO THIS TEST.**
 - b. Body Composition test results

- The standard for a healthy athlete is:
 - Men: 7% body fat at 150 lbs.
 - Women: 12% body fat at 130 lbs.
 - For individuals over 150 lbs., we will look at current body fat % and projected body fat % at target weight (150 lbs./130 lbs.)
2. If it is determined by the Head Coach in conjunction with the Executive Director by analyzing the DXA scan that the athlete who is currently above weight, is deemed capable of maintaining race weight healthily; a plan agreed on by the coach, athlete, and parents to achieve and sustain race weight.
 - a. These plans will involve checkpoints, to make sure that an athlete is not trying to crash diet, and drop all of the weight at once, which can be detrimental to their health and performance.
 3. Spot checks throughout the spring season to ensure that athletes are maintaining appropriate weight in a healthy manner, and not binge/crashing throughout the season.
 - a. A range will be established that the athlete needs to fall within at any given point. For those losing weight, the range will shift as they get closer to their goal.
 - i. If an athlete fails their spot check, they will be issued a warning, and their plan altered to adjust to their current weight.
 - ii. If they fail a second time, they will be decertified, and not allowed to row lightweight.
 - b. Some athletes simply do not function well at low levels of body fat irrespective of the 7%/12% line. If a coach notices a substantial drop-off in performance, and deems it related to weight loss, they will de-certify a potential Lightweight rower even if they are otherwise meeting their target. We expect this case to be rare, but possible.

Boathouse Policy

Speaker Use

These rules apply to all speakers (boathouse and erg rooms) at all times (even if you are the only person in the room). Above all, be polite to others.

- No offensive lyrics. Should be “radio friendly,” no words derogatory to race, gender, sexual preference and/or sexual identification.
- Volume must allow others to hear each other
- Honor requests to change lyrics or volume
- Say something if you find the music offensive or loud
- Use headphones if your playlist might offend.

Personal items

- Please clean up after yourself. Pick and deposit in the appropriate waste container coffee, water bottles, etc.
- Do not leave your clothing or water bottles in the boathouse or docks. If found, they will be put in the Lost and Found bins (on the second floor of the boathouse).

- Finding your clothing and other personal items in the Lost and Found bins is the responsibility of the athlete.
- NOTE: The Lost and Found bins are emptied in late December, late May, and late August. Items unclaimed are donated to local charities.

Equipment

- Put away your weights, rollers, mats, and balls after use.
- For your health, wipe down your erg before and after use. Wipes are in the erg room.
- Ensure that the correct ergs are in the erg mods, classroom mod, and boathouse. Do not move an ergometer between these rooms without approval by your coach.
- PFD life jackets in the launches are not for sitting on, and must be kept on the launches in their bags.
- Clean and roll up yoga mats after use.

Locker Rooms:

- Pick up any items that you may have dropped.
- Lock all valuables, using the day lockers with a lock.
 - Remove the lock at the end of the day.

Parents

Norcal Crew depends on the Parents group for the success of the program. We strongly believe that an engaged and active Parent group is vital to making the athlete's experience rewarding.

For many families, participation with the Norcal Crew is their first experience with professional coaches. Professional coaches bring a wealth of knowledge and experience to the program, and are unbiased towards the success of any individual athlete.

High School is a time for Parents to take a step back from their child's athletic experience. We strongly encourage you to allow your athlete to advocate for themselves with their coaches. We acknowledge that for many athletes there is a difficult and steep learning curve as they try to speak to their coaches and navigate the team environment. This may result in frustration from time to time, but allowing your athlete to learn this skill will better prepare them as they prepare for college and beyond. We pledge to provide an environment where your athletes will feel comfortable speaking up with any concerns in a non-judgmental atmosphere.

As Parents, the instinct to step in to smooth the path for your child is strong. However, these actions often lead to undermining the relationship between your child and their coach. We urge you to be continuously supportive of your athlete, but understand the boundaries of your interaction with the coaches. Every athlete's journey is unique; do not judge your child's performance based on other athletes or even the day to day frustrations that they express to you. Athletic progress takes time, and your support is important as they find themselves in this sport.

As such, Parents shall abide by the following code of conduct as they interact with the club.

Parental Code of Conduct

1. I am committed to upholding the goals of the team my child is on and the mission statement of Norcal Crew. I will encourage and support my child in the same commitment.
2. I understand the Athlete Code of Conduct and will support my child's commitment and understanding of what it entails. I will encourage my child to abide by the rules and to resolve conflict without resorting to gossip, hostility or violence.
3. I understand that my child will face challenges, successes and failures both on and off the water. I will allow those experiences to be their experiences.
4. I will leave the coaching and coaching decisions to the coaching staff. I will treat the coaching staff with respect and not undermine the coaches. If I have a question or a concern I will direct it appropriately and respectfully.
5. When I have questions about my child's experience I will follow the appropriate protocol and contact the Executive Director. If my questions cannot be resolved I understand the next step will be to meet with the Executive Director, my child and myself. If further resolution is required it may result in a meeting with the Executive Director, the coach, my child and myself.
6. I acknowledge that rowing might help my child with their college admission. However, I understand it is up to my child how successful they are in achieving that goal and it is not the responsibility of Norcal Crew to get my child into college.
7. I will never encourage them or support them in lying to a prospective college program.
8. I will never act as or imply that I am an agent of Norcal Crew to other clubs, colleges, regatta committee, hotel, etc. without the prior consent of the Board or Executive Director.
9. I will respect and show appreciation for the volunteers who give their time to rowing for my child.
10. I will never ridicule or yell at my child for making a mistake or losing a race.
11. I will remember that children learn by example. I will applaud good efforts by both my child's team and their opponents. I will not be critical of or embarrass any rowing including opposition team.
12. I will never question the official's judgment or honesty in public. I recognize that officials are usually volunteers who are trying their best to be fair and honest.
13. I will insist that my child rows in a safe and healthy environment. I will support a sports environment that is free of alcohol, drugs, tobacco, vaping, or performance enhancing drugs or supplements.
14. I understand the benefits from participating in a team sport, the commitment, the discipline and the social skills learned, acquired and required to be a great teammate.
15. I will remember that my child rows for his/her enjoyment, not mine.
16. I will make every effort to show respect and courtesy to others when communicating via electronic means such as email, texts or social media. If I have a problem to resolve, I will resolve it in person or on the phone and NOT through the use of social media or emails/texts sent to multiple recipients.